

Per: 11

Chief, Management Staff

9 MAR 1955

Director of Logistics

Increase in Table of Organization and Personnel Ceiling, Office of Logistics

REF : Management Staff Survey of Logistics Office dated 30 June 1954

1. It is requested that the T/O and personnel ceiling of the Office of Logistics be increased by one, in order to establish a File Clerk position in the [REDACTED]

[REDACTED] Supply Operations Branch, Supply Division.

2. This Unit maintains the file of each requisition, and all subsequent documents prepared as a result of the requisition. The estimated filing activity for the period 1 July through 31 December 1954 is shown in enclosure.

3. During the course of the management survey of this Division (see Tab "J" of the reference), the establishment of such a position was considered, but it was thought that the file work could be absorbed by distributing it among the clerical personnel of the Unit. We have found from experience that this work cannot be absorbed, and has resulted in inadequate files and has affected the production of the Unit. It is therefore proposed to establish a GS-3 File Clerk position, which is justified by the volume of the work, so that the present staff can carry out its basic assignments.

4. The duties of the proposed position will include:

- a. Filing approximately 130,000 documents a year.
- b. Screening shipping documents against requisitions to verify item and quantity shipped.
- c. Record and issue files on request to various personnel of the Unit, the Division and to the Auditors.
- d. Screen files continually to ensure insertion of all pertinent documents and for completion.

5. An increase in funds in the amount of the basic salary will be required in Fiscal Year 1956.

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 ☒ Enclosed
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EB
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[REDACTED]

for JAMES A. GARRISON

Encl. - 1

OL/AS/ECB:mmn (7 Mar '55)

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Orig & 1 - addressee

1 - C/SD

1 - Off. file

1 - SD file, MAB

1 - OL/Admin

1 - Signer

1 - B&F Br.

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